



# RECORDS RETENTION SCHEDULE



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION  
COMMONWEALTH OF KENTUCKY

Department of Library and Archives  
Division of Archives and Records

RETENTION AND DISPOSAL SCHEDULE NUMBER III  
AGREEMENTS

Date Approved 6/3/1977  
by Commission

Schedule for:

Council on Higher Education

State Agency

Unit

(LA&R 10-SA)  
1/77

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APPROVALS  
FOR STATE AGENCY

1. Jerry M. Long  
Agency Head and Title

2. Elaine Barton  
Agency Records Officer

Division of Archives  
3. and Records Howard Hodges  
State Archivist and Director

Archives and Records  
4. Commission Barbara M. Williams  
Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORDS TYPES AS SHOWN BELOW AND  
BELIEVE THAT THE DISPOSITION AS RECOMMENDED ON THIS SCHEDULE IS THE PROPER ONE

Danell Gabbart  
Records Analyst

Ralph E. Drake  
Assistant State Records  
Administrator

Lenore Bell  
Assistant State Archivist

THIS RETENTION & DISPOSAL SCHEDULE, APPROVED BY THE STATE AGENCY, IS TRANSMITTED FOR REVIEW  
TO: AUDITOR OF PUBLIC ACCOUNTS, AND ATTORNEY GENERAL, OF THE COMMONWEALTH OF KENTUCKY

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

5/11/77 [Signature]  
Approval Date State Auditor Public Accounts

5/26/77  
Approval Date

Robert F. Stephens  
Attorney General

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** June 01, 1977

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Workforce Development  
Council on Postsecondary Education

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>	<b>Contents</b>	<b>Retention</b>		
				<b>Disposition Instruction</b>		
01070	Budget Requests - From Various Colleges and Universities			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01071	College Files (Includes: Mission Statements; Policies Agreed Upon by the Council and the State Colleges; Duplicate College Enrollment			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01072	Press Releases - Newspaper Clipping File			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01073	Sub-Committee Minutes (Of Council)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01074	Retirement Plan Premium Remittance List - Employee			Agency: 5	Records Center:	Archives Center:
				Destroy after Audit		
01075	Position Control Report			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Council on Postsecondary Education

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01076	Minutes of Ad Hoc Committee Meetings			Agency: I	Records Center:	Archives Center:
				Destroy after (5) five years and when no longer useful		
01077	Dictaphone Tapes			Agency: I	Records Center:	Archives Center:
				Erase when action completed and reuse, or destroy when no longer useful.		
01078	Video Data			Agency: 1	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

## Education and Workforce Development Council on Postsecondary Education Adult Education

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
05479	GED Testing Center Surveillance Report (C) KRS 61.878(1)(a)	A surveillance report is created each time there is a GED examination at a testing center. The report documents who was in the room during testing, the specific test answer sheets received by each person taking an examination and the amount of time spent answering each test section. Besides helping to establish a secure test proctoring environment, this report is useful in indentifying when scoring problems have occurred due to the wrong version of an answer sheet being received.	The report contains the following information from every testing session given at a center: name and Social Security number of registered examinee; their exact seating location; the form and serial number for each answer sheet used; time started and time completed for each student on each test section.	Agency: 3 years	Records Center: NA	Archives Center: NA  Retain at respective GED Testing Center for 3 years from the test date.
04488	General Educational Development (GED) Examination File Change Date: 6/8/2006 (V)	This series contains the examination question booklets used by each state GED testing center to conduct the tests. The booklets are leased to centers on a one year contract, approved by the Kentucky Adult Education Department. Each testing center is responsible for returning all booklets to the General Education Testing Service in Washington, D.C. upon expiration of the contract. The contents of the GED examinations are changed yearly. The tests are also available in Spanish, in large print and on audio cassette. These special format versions are leased by KYAE and retained at the Frankfort office to be distributed to testing centers as needed. They are also returned to GETS at the end of the one year lease period. The number of examination booklets leased in a year varies according to the anticipated attendance for testing sessions. Tests are offered throughout the calendar year, with different centers having different schedules. To be eligible to take the GED, an examinee must be at least 16 years of age and have been out of school for 90 days.	Booklets in various formats for 5 sub-tests: Language Arts - Writing; Social Studies, Science, Language Arts - Reading and Mathematics.	Agency: 1 year	Records Center: NA	Archives Center: NA  Return to the General Education Testing Service upon expiration of contract each calendar year
04437	General Educational Development (GED) Answer Sheets (C) KRS 61.878 (1)(a) Change Date: 6/8/2006 (V)	This series is the paper answer sheets for responses to the questions of the General Educational Development (GED) exam. There are five parts to the exam, one being in essay form. Each answer sheet has a particular form designation and serial number. An examinee may take one or up to all five parts during the same testing session. The original answer sheets are sent to the Oklahoma Scoring Service to be scored. Copies of these are made and retained by the respective testing centers. Test center copies can be shredded when it is verified with the Kentucky Adult Education administrative office that the scores are in the test score database.	Header Sheet with student demographic information including Social Security number, date of birth and location of the testing center; Test Answer/Essay Sheet. There are three total answer sheets for the five GED exam components: 1. Language Arts - Reading; Social Studies; Science 2. Mathematics 3. Language Arts - Writing (essay and multiple choice).	Agency: 6 months	Records Center: NA	Archives Center: NA  Services contractor to destroy 6 months after date test was given unless questions or issues are unresolved.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Council on Postsecondary Education  
Adult Education

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02409	General Educational Development (GED) Score Report (Test Results) (C) KRS 61.878 (1)(a) Change Date: 6/8/2006 (V)	This series verifies individuals passing the General Educational Development (GED) examination and the issuance of a diploma. The series documents that the examinee has taken and passed all five subtests and has an averaged score of 45. Answer sheets from the state testing centers are sent to the Oklahoma Scoring Service. Validated scores are then posted to the OSS website for access by authorized CPE Adult Education staff. The Chief Examiner at each testing center also has internet access to these scores. However, the official notice of score report to the individual examinee is a mailing of a printed copy of the transcript and a diploma if the GED test was passed. This mailing is generated by the CPE Adult Education office in Frankfort.	The score report contains: Name of examinee; Address; Social Security number; Diploma; Testing Center Code; Form; Sub Test Scores; Date; Standard Score for Test; Percentile; Averaged Score.	Agency: ?????	Records Center: NA	Archives Center: ???
				?????	Need to decide upon an interim strategy ??????	



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Council on Postsecondary Education  
Financial Research

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03150	Capital Construction Files (N) Change Date: 9/10/1987 (V)	These files are used to document compliance with KRS 164.020 which states - "The Council on Higher Education in Kentucky shall: (5) Review and approve all capital construction projects the cost of which exceeds two hundred thousand dollars (\$200,000) approved by the governing boards of the state-supported institutions of higher education prior to the institutions' submission of such projects to the Finance and Administration Cabinet and/or state property and buildings commission." These files aid in budgeting capital construction needs for each of the eight state-funded universities through providing necessary information concerning student enrollment, how much space is available on campus presently, estimates of additional space needed compared with expected increases in enrollment, handicap and special facilities available presently and also needed. All the preceding information is supplied by the budget requesting university for review by the Council. After its review, the Council makes its recommendation to the Legislature for passage. If the budget request is passed, the university is notified through their budget and construction can begin. If private funds are used, the Council reviews the construction plans and offers their recommendations only to the particular university. Construction begins when the university is satisfied with the plans.	Correspondence between the Council and the requesting university, between the Council and council members, between the Council and the Governor's Office for Policy and Management, between the Council and the Legislative Research Commission, the Council action or recommendation, and the project completion document.	Agency: Permanent	Records Center: N/A	Archives Center: N/A
				Retain in Agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Council on Postsecondary Education  
Policy, Planning, and Research

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03151	Council on Higher Education Desegregation Plan Closed Date: 1/1/1987 (N) N/A Change Date: 12/10/1987	This plan covers the period 1982-1987 and was developed in response to a federal mandate issued by the Office for Civil Rights due to the fact that Kentucky was found not to be in compliance with Title VI of the Civil Rights Act* (See Records Officer File for copy of letter from OCR). This plan was used as an implementation tool for Kentucky's continuing effort toward removing vestiges of the former dual system (white and black separated) of education.  --THIS IS NOW A CLOSED SERIES.--	Benchmarks - steps to be taken by Kentucky during the five year period (82-87) covered in this plan. Benchmarks are as follows: plan to enhance the traditionally black institution (KSU), plan to increase black student enrollment, plan to increase black faculty and staff.	Agency: 10 years	Records Center: N/A	Archives Center: Permanent  Transfer to State Archives.
03152	Desegregation Workpapers Closed Date: 1/1/1987 (N) N/A Change Date: 12/10/1987	This series is a narrative report issued by each state funded university during the years 1982-86 to provide the Council on Higher Education with documentation of all desegregation activities during the prior year. This information is used to compile the statistics given in the Annual Report to the Office for Civil Rights* (See Records Officer File for copy of letter from OCR).  -- THIS IS NOW A CLOSED SERIES.--	Statements of all desegregation activities during the prior year.	Agency: Indefinite	Records Center: N/A	Archives Center: Permanent  Transfer to State Archives
03153	Equal Employment Opportunity Survey 6 (N) Change Date: 12/10/1987	These inquiry forms are issued during odd numbered years by EEO and through the Council on Higher Education. Each state funded university and the community college systems are required to complete and return the forms to the Council on Higher Education. The council must then check the data and work with the university on any discrepancies. The Council then prepares tables for each university according to salary range by sex and by race within the following job classifications or categories: 1) Executive/administrative/managerial; 2) Professional/non-faculty; 3) Faculty; 4) Secretarial/clerical; 5) Skilled crafts; 6) Service/maintenance; 7) Technical/paraprofessional. This information is used to compile the Annual Report to the Office for Civil Rights. It is also used to document employment of both minorities and women within the statefunded universities. This information is also used to answer requests from council members, legislators, the media, surrounding states, or the general public concerning employment of the above mentioned groups.	Total full time employees according to salary range by sex and by race within the job classifications or categories listed previously. Additional information on tenure of faculty according to title by sex and by race may also be included. Summary information usually lists the number of part-time or "new hires" according to job classifications or categories by sex and by race.	Agency: 10 yrs	Records Center: 20	Archives Center: N/A  Transfer to the State Records Center.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Council on Postsecondary Education  
Policy, Planning, and Research

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03154	Annual Report to Office for Civil Rights Closed Date: 1/1/1987 (N) Change Date: 12/10/1987	The Council on Higher Education Desegregation Plan (SN 03151) was developed at the direction of the Office for Civil Rights (See Records Officer File for copy of letter from OCR). This information is used to document the desegregation activities for the period 1982-1986 in relation to the requirements of the plan. All state funded universities were required to participate in the survey and to return it to the Council on Higher Education. The Council was then required to total the statistics and monitor the responses of each university. As the coordinator between the Office of Civil Rights and the state funded universities, the Council was then required to compile this information into an annual report to the Office of Civil Rights. The desegregation plan was to monitor the universities through the period 1982-87, and the Office of Civil Rights has accepted the annual reports issued.	Executive Summary composed by the Council on Higher Education, self- assessment reports documenting responses from each university about the past year's efforts toward compliance with desegregation activities, The Council on Higher Education Analysis of state-wide progress.	Agency: 10 years	Records Center: NA	Archives Center:  Permane nt  Transfer to the Archives.
--THIS SERIES IS NOW CLOSED--						

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Council on Postsecondary Education  
Policy, Planning, and Research

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03155	Integrated Post-Secondary Education Data System* (N) Change Date: 12/10/1987	<p>This is a series of 10 surveys issued by the Center for Statistics in Washington and through the Council on Higher Education. The universities return the information to the Council for editing. The Council then uses the information to compile the three publications listed above for statewide distribution. This information is also used by the Council in preparing budgets for each university. This information is also used to answer any requests from council members, legislators, the media, surrounding states, or the general public concerning enrollment, degrees, and/or origin (county and state of residence).</p> <p>NOTE - For the period 1958 - 1986 this series was referred to as the Higher Education General Information Survey (HEGIS Report). For the period 1958 - 1978 the HEGIS Report was incorporated in the series Annual or Summary Reports (SN M0022) and are stored in the States Archives. For the period 1979 - present, summary information is included in the Annual or Summary Reports with the data received from the universities covered in this series.</p>	<p>Yearly totals for the following categories: 1) Degrees given by area of study, sex, race, program, level; 2) Fall enrollment by sex, race, program, level, age range; 3) Occupationally specific programs fall enrollment by sex, race, program, level; 4) Institutional activity, total credit or contact hours per year, unduplicated head count for the year, enrollment in remedial courses; 5) Residence and migration of students (1st time students by state of origin); 6) Finance, expenditures per university; 7) Faculty salaries (instructional faculty only) by sex, tenure, rank, length of contract; 8) Libraries, # of librarians, staff, operating expenditures, library collections, loan transactions, library service per week; 9) Institutional characteristics, types of educational offerings, organization &amp; accreditation, calendar admission requirements &amp; services, student charges; 10) Fall staff, # of persons employed, contracted or donated services.</p>	Agency: 10 yrs	Records Center: 20 yrs	Archives Center: NA
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Education and Workforce Development  
Council on Postsecondary Education  
Policy, Planning, and Research

Records Title			Retention			
Series	and Description	Function and Use	Contents	Disposition Instruction		
03156	Fall Enrollment - Independents, Business Schools, Seminaries (N) Change Date: 12/10/1987	This survey is originated by the Council on Higher Education. It is sent annually to all independent institutions, business schools, and seminaries within the state. This information is used to compile the statistics found in three publications issued annually by the Council on Higher Education. It is also used to answer requests from the general public, the media, army recruiters, etc. The publications are covered in Series M0007.	1) Total head count enrollment and place of origin; 2) Credit hours by student level - on and off campus; 3) Credit hour report by classification of instructional program - on and off campus; 4) Head count of students enrolled by degree, field, and level; 5) Head count enrollment by ethnic code and residency status; 6) Origin of enrollment by Kentucky county; 7) Origin of enrollment by state, territory, or foreign country; 8) Head count of 1st time transfer students; 9) Enrollment in 1st time professional program; 10) Head count residency and ethnic data for noncredit students; 11) Course hours by classification of instructional program and course level.	Agency: 10 yrs	Records Center: 20 yrs	Archives Center: NA
				Transfer to State Records Center.		